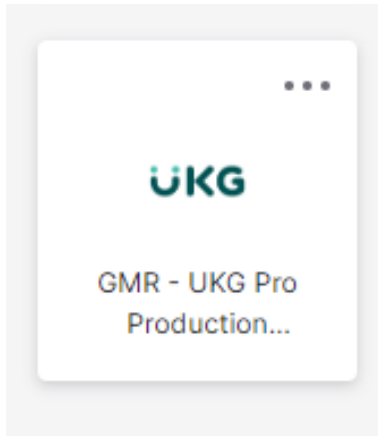
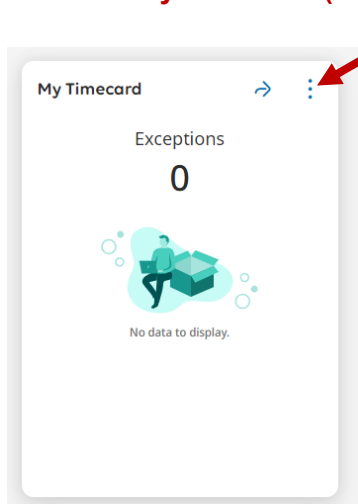


UKG Pro Air Timecard Entry

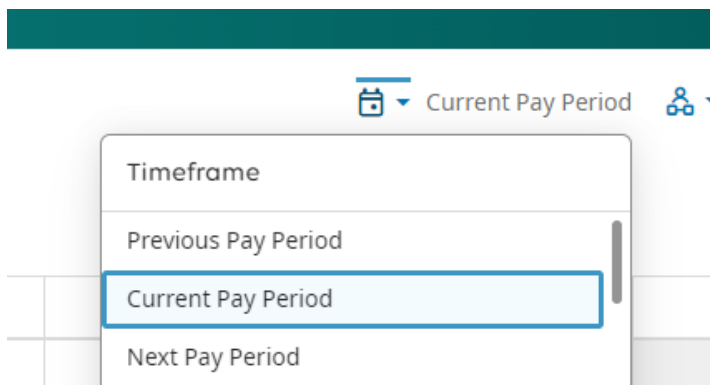
Step 1: Log into UKG



Step 2: Click on My Timecard (click the arrow)



Step 3: Click on Timeframe (select the pay period you need to update)



Step 4: Enter START TIME and END TIME for shifts (Can use military or AM/PM format)

		Date	Schedule	Absence	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
		Sun 6/16													
		Mon 6/17					08:00		16:00				8.00	8.00	8.00

Step 5: Enter any pay codes (use columns Pay Code and Amount)

		Date	Schedule	Absence	Pay Code	Amount
		Sun 6/16				
		Mon 6/17			\$300 Pickup Shift Stipend	1.00

Step 6: Save your timecard

Current Pay Period

1 Employee(s) Selected

Loaded: 11:34

Share

View Pending

Calculate Totals

Save